

THE PINK TO GREEN TOOLKIT: BUILDING CULTURAL COMPETENCY AND RESPECT FOR DIVERSITY

CREATED BY WIDER OPPORTUNITIES FOR WOMEN FOR THE GREENWAYS
INITIATIVE

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TOOL 3.4 CANDIDATE ATTRIBUTES SELF-ASSESSMENT WORKSHEET

Occupational training participants can use this tool to prepare themselves for interviews. Use Tool 3.5 as a reference for types of attributes or traits to consider. Thinking critically about these attributes will help students figure out ways to improve before a formal interview.

This tool is also part of the pre-apprenticeship Multi-Craft Core Curriculum of the Building and Construction Trades Department, AFL-CIO.

WHO SHOULD USE THIS TOOL

Occupational training instructors, with their students; case managers; job developers; soft skills instructors; career coaches

THE PINK TO GREEN TOOLKIT

This tool is part of *The Pink to Green Toolkit: Adding a Gender Lens to Green Jobs Training Programs*, created by Wider Opportunities for Women for the GreenWays initiative. All tools are available online at: www.jff.org/pinktogreen

The GreenWays initiative provides high-quality workforce services to employers and to workers seeking to advance their careers in the green economy. The initiative invests in 20 workforce partnerships across six diverse industry sectors

in eight metropolitan labor markets. It builds on JFF's approach of organizing employers and workforce resources into sectoral workforce partnerships to promote career advancement for lower-skilled workers. GreenWays is supported by grants from the U.S. Department of Labor through Pathways Out of Poverty and the Green Jobs Innovation Fund.

www.jff.org/initiatives/greenways

Interviewers are looking for candidates that appear to have the physical, emotional, and intellectual aptitude to succeed in an apprenticeship program and who are worth making a significant time and financial investment in.

Review the attributes handout for examples of what interviewers are assessing in the categories listed below. Identify three traits you have for each category and list what you consider to be your strength; identify one thing you need to improve and what steps you can take to improve.

ATTITUDE AND BEHAVIOR

TRAITS I HAVE: _____

MY STRENGTH: _____

WHAT I NEED TO IMPROVE: _____

STEPS I CAN TAKE TO IMPROVE: _____

NON-VERBAL SIGNALS

TRAITS I HAVE: _____

MY STRENGTH: _____

WHAT I NEED TO IMPROVE: _____

STEPS I CAN TAKE TO IMPROVE: _____

COMMUNICATION STYLE

TRAITS I HAVE: _____

MY STRENGTH: _____

WHAT I NEED TO IMPROVE: _____

STEPS I CAN TAKE TO IMPROVE: _____

KNOWLEDGE, SKILLS, AND ABILITIES

TRAITS I HAVE: _____

MY STRENGTH: _____

WHAT I NEED TO IMPROVE: _____

STEPS I CAN TAKE TO IMPROVE: _____
